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# CITY OF LOS ANGELES

## CALIFORNIA



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MAYOR

**OFFICE OF THE  
CITY CLERK**

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DIVISION MANAGER**

[clerk.lacity.org](http://clerk.lacity.org)

## **AFFIDAVIT OF LOST/NON-RECEIPT BALLOT FOR FORMATION OF THE BUSINESS IMPROVEMENT DISTRICT**

**— MUST BE COMPLETED BY PROPERTY OWNER\* —**

*(Please see reverse for completion/submission instructions and information on legal property ownership)*

- 1. Property Owner(s) Names** \_\_\_\_\_
- 2. CONTACT PHONE NUMBER:** \_\_\_\_\_
- 3. PROPERTY SITE ADDRESS(ES)** (SEE INSTRUCTIONS ON REVERSE)  
(Street Number, Street Name, Unit Number, and Zip Code AND/OR Assessor Parcel Number in xxxx-xxx-xxx format)  

(1)
(2)
(3)
(4)
(5)

**IF MORE THAN FIVE (5) PROPERTIES, PLEASE USE AN ADDITIONAL AND SEPARATE REQUEST FORM**

**4. Reason for Requesting a Replacement Ballot (Mark one):**

Never Received Ballot Package       Lost/Misplaced Ballot Package

OTHER (explain): \_\_\_\_\_

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**5. Preferred Method and location for sending Replacement Ballot Package (Mark one):**

Email: \_\_\_\_\_  
PLEASE PRINT EMAIL ADDRESS CAREFULLY

US Postal Service: \_\_\_\_\_

NUMBER	STREET	UNIT/APARTMENT NUMBER
_____	_____	_____
CITY	STATE	ZIP CODE
COUNTRY (IF OTHER THAN US)		

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**6. DECLARATION:** I \_\_\_\_\_ declare, under penalty of perjury\*, that I am the  
(SEE BACK FOR INSTRUCTIONS) PRINT FULL NAME CLEARLY  
legal property owner for the property(ies) listed above. Signature: \_\_\_\_\_

YOUR LEGAL SIGNATURE MUST BE PROVIDED TO PROCESS F

**\*WARNING: PERJURY IS A FELONY, PUNISHABLE BY FINE AND/OR IMPRISONMENT IN STATE PRISON.**

**FOR OFFICE USE ONLY**

**VERIFIER NAME** \_\_\_\_\_  
**VERIFICATION DATE**

**OWNERSHIP CHECK** \_\_\_\_\_ **PROPERTY CHECK** \_\_\_\_\_ **BALLOT ISSUED** \_\_\_\_\_  
**VERIFICATION SOURCE** \_\_\_\_\_ **BALLOT ISSUE DATE** \_\_\_\_\_

# DIRECTIONS FOR REQUESTING A DUPLICATE/REPLACEMENT BALLOT

**DIRECTIONS:** Property owner(s) must complete the following steps:

1. Fill in the property owner name(s) for the parcel(s) being requested. Different ownerships for different properties must be requested on separate forms.  
*Example: All property owned by John Smith and Julie Smith can be requested on one form. However, if John Smith owns a property alone or with an individual other than Julie Smith, that property must be requested on a separate form.*
2. Fill in a daytime contact phone number. This will only be used to resolve problems with your submitted form (*E.g. Invalid/illegible email address or unknown property owner*)
3. Add full individual property site address(es) (including city, state, and ZIP code) and/or the Assessor Parcel Number (APN) for each property in the District.  
**NOTE:** If you do not know your Assessor Parcel Number (APN), it can be found on your property tax bill, or through entering your street address at the website of the Los Angeles County Office of the Assessor at <http://assessor.lacounty.gov/extranet/Datamaps/Pais.aspx>.
4. State your reason for requesting a replacement ballot.
5. Choose your method and location for sending a Replacement Ballot Package.  
Email or first-class US mail are the only two options for receiving a ballot package. The entire replacement package must be sent and can be quite large. Your actual assessment ballot will be one page of the entire package.
6. Complete the Declaration section, printing your name and signing it appropriately.  
Only the Legal Property owner or duly authorized representative of the owner can sign. See the "Who Can Sign" section below for common guidelines on who can sign for certain ownership situations.
7. Submit your affidavit through one of the following means:  
By Mail: 200 N. Spring St, Room 224, Los Angeles, CA 90012  
In Person: 200 N. Spring St, Room 224, Los Angeles, CA 90012  
By Facsimile: (213) 978-1130  
**Please note that affidavits sent through email will not be accepted.**

## **WHO CAN FILL OUT & SUBMIT THE AFFIDAVIT?**

The property owner should fill out the affidavit. The following guidelines outline who can sign the affidavit based on the ownership:

- If the property is owned by an individual, the individual must sign.
- If the property is owned by a corporation, the affidavit may be signed for the corporation by any officers pursuant to Corporations Code section 313 (i.e., the Chairman of the Board, President, or Vice President and the Secretary, any Assistant Secretary, the Chief Financial officer, or any Assistant Treasurer) or pursuant to the by-laws or by resolution of the corporation's Board of Directors.
- If the property is owned by a partnership, any general partner may sign.
- If two or more persons own the property as tenants-in-common, any one tenant-in-common may sign for all.
- If two or more persons own the property in joint tenancy, any one joint tenant may sign for all.
- If a property is held by a married couple as community property, both must sign the affidavit.